



## 2022 CLERK OF DISTRICT COURT AUTHORIZED SIGNATURES

The Secretary of State's Office may be requested to authenticate documents issued from your office for foreign processing. This process requires verifying signatures of the individuals in your office who are authorized to sign or certify official records ("Authorized Signers") and verifying your office's official seal. A completed form from your office is needed for the Secretary of State's Office to fulfill requests to authenticate documents. **Please make sure the signatures below are consistent with the signatures used on certified copies of official records.**

### CHECK ONE:

☐ **2022 Yearly Identification of Authorized Signers**

\* Check this box only when submitting the initial list of Authorized Signers for 2022. **DUE BY JANUARY 15, 2022.**

☐ **Change in 2022 Authorized Signers**

\* Check this box when a personnel change has been made to the initial list of Authorized Signers for 2022.

### INSTRUCTIONS:

- Legibly print or type the Title and Name of each Authorized Signer that is being added or deleted.
- Check the appropriate box to "Add" or "Delete" each Authorized Signer and enter the date the change will be/was effective.  
\*When submitting the 2022 Yearly Identification of Authorized Signers, check "Add" next to each name and enter January 1, 2022 in the Effective Date column.  
**\*If submitting a Change in 2022 Authorized Signers, only include information pertaining to Authorized Signers that are being added or deleted. (It is not necessary to have a signature for a "deleted" individual.)**
- For each added Authorized Signer, have the signer provide his or her signature next to his or her name.
- Affix the Judicial District Court seal and obtain the signature of the Clerk of District Court.
- Provide the requested information at the bottom of this page.

**EMAIL the completed form to [sosnotary@mt.gov](mailto:sosnotary@mt.gov)**

Add	Delete	Effective Date	Title (print or type)	Name (print or type)	Signature
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

**Affix Seal of \_\_\_\_\_ Judicial District Court below (embossed impressions must be inked)**

APPROVED BY: \_\_\_\_\_, Clerk of District Court County: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

